



Volunteer Opportunity:
Department/Division:

Hurst Conference Center Tour Guide / Receptionist
Hurst Conference Center

Contact

Desiree Leos 817-788-7305
Management Assistant//Volunteer Coordinator dleos@ci.hurst.tx.us
Community Services

Location

Hurst Conference Center
1601 Campus Dr.
Hurst, Texas 76054
817-581-0044
Parking is available on the North and South ends of the building

Qualifications – Knowledge, Skills, and Abilities

- Must be able to retain knowledge of the Hurst Conference Center and the administrative staff, as well as actively look for ways to help visitors
- Have the ability to effectively communicate information
- Have the ability to provide full attention to visitors

Duties

- A. Provide exemplary customer service
- B. Greet persons entering the Hurst Conference Center, determine nature and purpose of their visit, and direct or escort them to specific destinations
- C. Provide information and act as a liaison with the various entities housed at Hurst Conference Center
- D. Provide administrative support functions – editing, collating, and folding of brochures, etc.
- E. Communicate with Hurst Conference Center management and staff through telephone, written form or in person
- F. Answer incoming phone calls in a friendly and inviting manner when posted at the Reception desk

Requirements

Minimum age: 18
 Time Commitment: Hours are arranged by shifts
 AD = All Day 8:00 a.m. to 3:00 p.m.
 AM = Morning 9:30 a.m. to 12:30 p.m.
 PM = Afternoon 1:00 p.m. to 4:00 p.m.

No Criminal Record **A background check will be conducted**

Training

Will be provided as needed

Special Requirements

Physical Demands: See, hear, talk, write, walk, sit, stand; good manual dexterity required.

Mental Demands

Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

Environmental Conditions

The volunteer will work inside and be protected from weather conditions. Will have extensive interaction with the public in person and over the phone.